

Council Re-Organizational Meeting

May 8, 2017

7:00 p.m.

The re-organizational meeting of Mayor and Council was held on the above date and time with Council members DeBenedictis, Carrow, and Dias present with Mayor Letterman presiding. Town Foreman Jeff Hurlock, Recording Secretary Sue Muncey, Sgt. Harvey Scott, Town Solicitor Gary Junge, Judge Vaughn, Nick Smith, Bernard Davenport, Al Hill, Robert Botsford, Jerry Dorsey, Donna Gawarski-Smith, Olivia Smith, and Sandra DeLane were also in attendance.

- 1. Call to Order** - Mr. Letterman called the meeting to order at 7:00 p.m.
- 2. Pledge to the Flag** – Nick Smith led the Pledge of Allegiance.
- 3. Statement of Commendation – Samantha Sawyer** – Mr. Letterman presented the Statement of Commendation for Samantha Sawyer to her father, Nick Sawyer. Samantha was named as one of the state's top honorees in the 2017 Prudential Spirit of Community Awards program exemplifying the value of volunteer community service and as a role model to other youth as well as adults in the community. Samantha's achievements include initiating an effort to buy and donate instruments to the Alfred I. DuPont Children's Hospital music therapy program by organizing a community benefit concert. She has also been a volunteer in the Ewell St. Paul UMC youth group since its inception. Mr. Letterman proclaimed May 8, 2017 as the Samantha Sawyer/Prudential Spirit of Community Recognition Day. Mr. Sawyer thanked the Council for the entire family.
- 4. Approval of Minutes** –

Mr. Carrow made a motion to approve the Town Council Meeting minutes of April 10, 2017 in written form. Mr. Dias seconded the motion. Motion carried unanimously.
- 5. Approval of Income and Expense Report** –

Mr. Dias made a motion to approve the Income and Expense Report. Mr. Carrow seconded the motion. Motion carried unanimously.
- 6. Communications** – Ms. DeBenedictis read the communication from The Delaware Municipal Electric Corporation Board of Directors. This is an invitation to the 2017 Annual Joint Council Briefing to be held on Thursday, June 8, 2017 from 4:00 p.m. – 7:00 p.m. This will be held at Dover Downs Hotel & Conference Center, Ballroom A. She urged all council members to go.
- 7. Report of the Chief of Police** – Sgt. Scott had no report.

- 8. Report of the Town Foreman** – Mr. Hurlock stated the new Public Works facility has been surveyed. There were a couple encroachments (shed and fence). He and the Mayor looked at this. A Letter of Easement will be written up. Per the advice of the attorney, if the shed and fence are taken down, they will not be allowed to be put back up. MS-4 involves everything that goes down the drain. This is a federal mandate. Mr. Hurlock had a meeting with Smyrna to discuss being a co-permittee. They discussed how to split the cost. This will be done like Municipal Street Aid – by population and street mileage. This will be a very large line item in next year's budget. Mr. Letterman asked what the cost would be. Mr. Hurlock stated a couple hundred thousand. Mr. Hurlock stated that Dover stumbled and was fined \$100,000. We are working towards being in compliance.
- 9. Report of the Town Solicitor** – Mr. Junge had no report.
- 10. Report from Inspections/Enforcement** – Mr. Hurlock had no report.
- 11. Reports from Members of Council**
- a. Report from Electric Committee** – Ms. DeBenedictis had no report. This was discussed in Communications.
 - b. Report from Street Committee** – Mr. Hurlock stated the project on S. Rodney Street will be starting shortly. He stated the Fire Department received a grant through local legislators to blacktop the parking lot and street. Mr. Letterman asked about Highland Avenue. Mr. Hurlock had no report.
 - c. Report from Water & Sewer Committee** – Mr. Hurlock had no report.
 - d. Report from Equipment Committee** – Mr. Dias stated we had one bid on the truck. Mr. Hurlock stated it was from Marina Landscaping for \$3,101.00.
 - e. Report from Personnel Committee** – Mr. Carrow stated the part time municipal clerk resigned. Sue will advertise in the local papers within a few weeks. Mr. Carrow will meet with Jeff in reference to the Code Enforcement Officer.
 - f. Report from Police Committee** – Mr. Dias stated the new cars are on the road.
 - g. Report from Budget Committee** – Mr. Letterman had no report.
 - h. Report from Economic Development Committee** – Mr. Carrow stated he is waiting on the site plan for the area to place the town clock. The Boy Scouts and Smyrna High School will be working on the beautification project for Main Street.
 - i. Report from DEMEC** – Ms. DeBenedictis had no report.
 - j. Report from Board of Adjustments** – Mr. Hurlock had no report.

k. Report from Planning & Zoning Committee – Mr. Hurlock had no report.

l. Appeals Board – Mr. Hurlock had no report.

12. Unfinished Business – No Business

13. Swearing in of Newly Elected Council Members – Judge Vaughn swore in the following Council Members: Alexander Dias, William R. Carrow II, and Nickolaus William Smith.

14. Election of Officers

- a. Mayor –** *Mr. Dias made a motion to nominate David Letterman. Mr. Carrow seconded the motion. Motion carried unanimously.*
- b. Vice Mayor -** *Ms. DeBenedictis made a motion to nominate Alexander Dias. Mr. Smith seconded the motion. Motion carried unanimously.*
- c. Secretary -** *Mr. Carrow nominated Mary Ellen DeBenedictis. Mr. Dias seconded the motion. Motion carried unanimously.*
- d. Treasurer -** *Mr. Carrow nominated Nickolaus Smith. Mr. Dias seconded the motion. Motion carried unanimously.*
- e. Asst. Treasurer -** *Ms. DeBenedictis nominated William Carrow. Mr. Dias seconded the motion. Motion carried unanimously.*

15. Appointment of Committees –

Motion made by Mr. Carrow to accept the presented committee list. Mr. Dias seconded the motion. Motion carried unanimously. (Contact Town Hall for a copy of the committee list)

16. New Business –

- a. Discuss/Vote on Town Charter Change** – Mr. Letterman stated currently the Town Charter reads: All candidates must file a written petition with the Town Clerk at the Town Office during normal business hours no later than the second Friday prior to the scheduled election. We propose to change to the following: All candidates must file a Town of Clayton Candidate Registration Form for Town Council and a Kent County Certificate of Intention with the Town Clerk at the Town Office during normal business hours no later than the third Tuesday at 4:30 p.m. prior to Election Day. Filing dates shall begin the sixth Tuesday and end the third Tuesday prior to Election Day. Mr. Letterman stated this will allow enough time between the filing date, deadline date, and Election Day. The newspaper will have enough time for candidate biographies. This will also allow enough time for absentee ballots to be returned prior to Election Day.

Ms. DeBenedictis made a motion to change the Town Charter. Mr. Dias seconded the motion. Motion carried unanimously.

17. Public Forum – No response from the public.

18. Adjournment

Mr. Dias made a motion to adjourn the meeting. Mr. Carrow seconded the motion. Motion carried unanimously. Meeting was adjourned at 7:23 p.m.

Recording Secretary,

Sue Muncey